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Question Paper Code: R2002

B.E. / B.Tech. DEGREE EXAMINATION, MAY 2024

Second Semester

Computer science and Business systems

R21UEN202 - BUSINESS COMMUNICATION & VALUE SCIENCE - II

(Regulations R2021)

Duration: Three hours

Maximum: 100 Marks

PART A - (10 x 1 = 10 Marks)

(Answer All questions)

- 1 Ramesh _____ (turn) off the light and went to bed CO1-U
(a) turns (b) turned (c) turn (d) were turning
- 2 Next month I think I _____ (start) my new project. CO1-U
(a) start (b) will start (c) started (d) were starting
- 3 I _____ (finish) it by the end of this month CO1-U
(a) will finish (b) will have finished
(c) would finished (d) would have finished
- 4 The teacher _____ (assign) a test to his students next Monday CO1-U
(a) assign (b) assigned (c) will assign (d) will have assigned
- 5 I think I _____ (start) my trip tomorrow. CO1-U
(a) start (b) will start (c) started (d) were starting
- 6 Sadhana speaks _____ German. CO1-U
(a) a (b) an (c) the (d) no article
- 7 Communication is the task of imparting _____ CO1-U
(a) Training (b) Information (c) Knowledge (d) Message
- 8 The whole concept of achieving success begins with how you _____ CO1-U
(a) Think (b) Work (c) behave (d) All of the above
- 9 The following is the permanent records for business. CO1-U

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- (a) Business letters (b) Ledgers (c) Production reports (d) All of the above
- 10 What is Jargon? CO1-U
- (a) Name of the individual (b) Name of the organization
- (c) Technical term (d) Name of the country

PART – B (5 x 2= 10 Marks)

(Answer any Five of the following questions)

- 11 Write any four financial words in business communication. CO4-U
- 12 What is collocation? CO2-U
- 13 How do you show commitment to a company? CO3-U
- 14 What is skimming? CO4-U
- 15 What is Extempore speech? CO3-U
- 16 Write any four financial words in business communication. CO1-U
- 17 What is collocation? CO1-U
- 18 How do you show commitment to a company? CO1-U

PART – C (5 x 16= 80 Marks)

- 19 (a) Write a Essay on the topic “If I had a Superpower”. CO3-An (16)
- Or
- (b) Write a manuscript speech on the topic “should students be allowed to have their cell phones with them during class hours”. CO3-An (16)
- 20 (a) As the resident computer technician, you have installed a new software program on the company computers. Write a memo to all the staff, including your managers, letting them know that they need to come see you for a half-hour training and information session within the next week. Be sure to include what times you are available as well as where and how you can be reached. Below is an example of an informative memo. CO4-An (16)
- Or
- (b) Write a memo requesting, but not demanding, that employees attend the picnic. Also ask your employees to let you know at least one week in advance whether they are coming or not, and also how many guests they are bringing, and make sure employees know when and how to respond to you. Be sure to list the activities for that day as well. CO4-An (16)

- 21 (a) Write a letter to the editor of a newspaper complaining against the frequent breakdown of electricity in your locality. CO2-App (16)
- Or
- (b) Write a letter to the sales manager of sports store placing an order for the sports equipment. CO2-App (16)
- 22 (a) Write a Survey Report on Recommending New Smart Class Room at various Engineering college in and around of your locality. CO2-App (16)
- Or
- (b) Write a letter to the editor of a newspaper complaining against the poor sanitary condition in your locality. CO2-App (16)
- 23 (a) What are leadership skills and what are the requirements of the skill? CO3-U (16)
- Or
- (b) Explain problem-solving skills and its types. CO3-U (16)

